

Risk Assessment – Return to the office in connection with COVID-19

Location: Nursing and Midwifery Council, 2nd floor, 10 George Street, Edinburgh, EH2 2PF

Date: 13 October 2021

Expected Attendance: Colleagues / Contractors / Public

This Risk Assessment sets out the potential hazards and controlling measures to be undertaken in connection with the Scottish Government’s guidance in relation to Covid 19.

This assessment has been written to outline the safety arrangements and controls that the NMC will use to control the potential spread of coronavirus within the office environment during a limited phased re-population. It covers colleagues and others who are critical for business and operational continuity, safe facility management, regulatory requirements and other approved functions.

Potential Hazard	Who is at Risk?	Uncontrolled Risk	Existing Control Measures	Additional Control Measures	Controlled Risk	Comments
Transmission of coronavirus through close contact with others	Colleagues Contractors Public	High	Office buildings are less populated reducing contact Colleagues/contractors provided with information and guidance of new processes and procedures Floors plans indicating desks that can be used to allow for social distancing <ul style="list-style-type: none"> Desks marked up 	Desks marked up ‘red’ and ‘green’ <ul style="list-style-type: none"> Week 1 red desks used Week 2 green desks used And alternating from then Week 3 etc Desk booking system in place	Medium	Alternate week desk use reduces the risk of further contamination if a colleague is found to have symptoms or test positive for corona virus Estates colleagues available to guide colleagues on ‘first day’ Allowance made for those

			<ul style="list-style-type: none"> staircases available 	<p>Mobile screens in place for a hearing to allow for 1m+ social distancing with mitigation measures in place</p> <p>Contractors to provide Risk Assessment/Method Statement (RAMS) for their works and how this will comply with NMC c-virus procedures, if necessary</p> <p>Requested that all persons in all common areas wear face masks and socially distance. Appropriate signage in place, as necessary.</p>		<p>with medical of other reasonable adjustment needs. Additional assessments undertaken, as necessary.</p> <p>Management system in place to provide additional support guidance where necessary.</p> <p>We have additional face visors for those colleagues who wish to use them as additional protection when in contact with multiple persons, eg 'meet and greet' scenario</p>
Transmission of coronavirus through contact with contaminated surfaces - see also Cleaning below	Colleagues Contractors Public	High	<p>Sanitiser gel available at all entrances and exits</p> <p>Sanitiser bacterial wipes available at all desk and other areas to self-clean desks, keyboards, mice phones or other equipment and surfaces</p> <p>Soap and wash hand facilities available at all toilet and tea-point areas</p>	<p>Signage in place</p> <p>Colleagues to remove all of their items from desks at the end of each day and store in cupboard/locker or take home, as necessary</p> <p>Colleagues given Door Opener device which allows them not to touch lift buttons, door handles etc.</p>	Medium	<p>Sanitisers to correct alcohol standard</p> <p>Colleagues can use their own personal chromebooks, mice and headsets</p> <p>Used mugs and cutlery cleaned in the dishwasher each day, at the appropriate setting.</p>
Cleaning	Colleagues Contractors Public	High	<p>Cleaning to be carried out each evening</p>	<p>Day janitor to concentrate on touch points with cleaning of desk areas used each day</p>	Medium	<p>A specialist cleaning team would be sent to the centre to disinfect the office and communal spaces etc,</p>

						following c-virus incident Cleaning company undertaking their own risk assessment
Environmental	Colleagues Contractors Public	Low	Plant, mechanical and electrical systems continue to be under a planned preventative maintenance programme including filter changes and water testing	Where there is a centralised ventilation system that removes and circulates air to different rooms, turn off recirculation and use a fresh air supply.	Low	
Mixing with other tenants	Colleagues Contractors Public	Low	Liaison with Building Manager	Access to reception areas, lifts, stairs and other protocols	Low	This is a shared building with multiple tenants. Building Manager will make tenants aware of any protocols as they occupy the building.
Security & Safety - External	Colleagues Contractors Public	High	A leased floor space in managed building Solid wall and glazed windows Glazed front entrance Access control points to external doors – when guard not in place CCTV in operation covering all entrances	In the event of serious incident – dial 999 and ask for the Police	Low	Main entrance doors to remain shut at all times until public allowed access
Security & Safety –	Colleagues Contractors	High	All staff have access control/ID passes and	In the event of serious incident - dial 999 and ask of	Low	

Internal	Public		<p>lanyards. Contractors issued as necessary and supervised</p> <p>Access control turnstile points into main lift lobby areas managed by landlord</p> <p>CCTV in operation covering main lobby areas and office entrance and exits</p>	the Police		
<p>Medical issue / injury</p> <p>c-virus isolation</p>	<p>Colleagues</p> <p>Contractors</p> <p>Public</p>	Medium	<p>First Aider box available on office floor</p> <p>Quiet room to be used as isolation room, if necessary</p>	<p>If serious medical issue / injury – dial 999 and ask for an ambulance</p> <p>(NMC address above)</p> <p>For other non-emergency issues – dial 111 NHS Helpline</p>	Low	<p><i>Nearest hospital with A&E:</i> Royal Infirmary of Edinburgh, 51 Little France Crescent, Edinburgh, EH16 4SA</p> <p>0131 536 1000</p>
Welfare	<p>Colleagues</p> <p>Contractors</p> <p>Public</p>	Medium	<p>Male, Female and Disabled toilet facilities on each floor</p> <p>Baby Changing facility on ground floor</p> <p>Shower in basement.</p>	Social distancing to be undertaken	Low	Signage on doors and walls, as necessary
Fire / Emergency Evacuation	<p>Colleagues</p> <p>Contractors</p> <p>Public</p>	High	<p>Existing fire/emergency evacuation procedures in place</p> <p>Check colleagues and other persons that have a Personal Emergency</p>	<p>Fire wardens to check floor to ensure that they are clear and report to muster/evacuation point</p> <p>Remind colleagues of fire/emergency evacuation</p>	Medium	At time of emergency evacuation, 2m or other social distancing may be not be undertaken to allow for a safe and timely evacuation of the building

			Evacuation Plan (PEEP) and review in line with new procedures Public requested to provide information when invited to attend venue of any disability or health issue to allow a PEEP to be undertaken, as necessary	procedures Soap, sanitiser gel and wipes available, as above, during re-entry to the office Any colleague with an impairment to speak with their line manager/POE and discuss a PEEP with Estates/Facilities		Reduced level of occupancy will allow for traffic routes out of the office to be quieter Social distancing to be followed at muster/evacuation point Facilities person to act as chief fire warden
Deliveries	Colleagues Contractors	Medium	Process for receiving and sending packages and other items	Sanitiser gel, wipes and gloves to be used, as necessary	Low	
Catering	Colleagues Contractors Public	Medium	Kitchen hygiene and other control standards in place	Any additional measures to be reviewed, as necessary Disposable cutlery and other items to be used, as appropriate	Low	Review with catering company